**School re-opening risk assessments**

Due to the recent announcements from government of schools partially reopening on the 1st June the Health and Safety team would like to provide guidance and support all maintained schools within Waltham Forest as well as academies that purchase our service. Basically, we want to assist you in ensuring you have appropriate risk assessments and controls in place.

The Health and Safety Team have devised a two-part support plan where schools are firstly provided with a guidance note and template risk assessment. Secondly, we will undertake a review of the schools completed risk assessment.

Where required an on-site visit to advise on any further controls can be arranged.

We are happy for schools to use our template risk assessment but appreciate that some schools may have already progressed their own risk assessment.

Whichever route you choose you will need to have a written risk assessment. For maintained schools you should ensure that your completed risk assessment is returned to the Health and Safety team ideally by the 25th May 2020. This will enable us as to reassure you and ourselves that suitable controls are in place. When returning the completed risk assessment schools are asked to provide plans to show how they will be directing children and staff around the school, and to show the final classroom layouts. This can be paper format, or a video tour, or photographs of the school.

It is absolutely essential that adequate risk assessments are in place. As the Council we must be reassured that staff, students and you as the leaders in our schools are all properly protected. Please note that all maintained schools are required to comply with this requirement. Non-compliance will be escalated to the Strategic Director of Families with urgent resolution required prior to 1st June.

**Items to Consider Purchasing and Planning to support the risk assessment**

* posters (for example, to encourage consistency on hygiene and keeping to own group) Also see annex C of [https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-d-list-of-things-to-consider-acquiring](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools" \l "annex-d-list-of-things-to-consider-acquiring)
* soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments, consider the availability of soap and hot water in every toilet (and if possible in classrooms)
* the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment
* disposable paper towels rather than hand dryers, to reduce aerosol production from drying wet hands
* the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying
* ensuring you have a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly
* cleaning products including sanitising wipes for wiping some equipment
* tape for cordoning off areas and marking floors

**Risk Assessment**

|  |  |
| --- | --- |
| **Description of Activity / Person / Area / Equipment being assessed** | Preventing Covid-19 spread in a School Environment |
| **Section(s) / Team(s) covered** |  |
| **Location(s) covered** |  |
| **Date of Original Assessment** |  |

|  |  |  |
| --- | --- | --- |
| What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment? | ??/??/2020 | |
| Are staff covered by this risk assessment aware of the controls noted and understand them? | Yes | No |
| Copy of form sent to Trade Union Safety Representative | Yes | No |

|  |  |
| --- | --- |
| Has action been taken | YES / NO / ONGOING / NONE REQUIRED (Please circle) |
| Confirmed by Line Manager? | YES / NO |
| Lead Assessors name (print) |  |
| Lead Assessor’s signature |  |
| Date: |  |

|  |  |
| --- | --- |
| Has action been taken | YES / NO / ONGOING / NONE REQUIRED (Please circle) |
| Manager’s name (print) |  |
| Manager’s signature |  |
| Date: |  |

**Review Dates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Future Review Date (depends on Action Plan findings)** | **Actual Review Date** | **Were Changes Made?** | **Name of Lead Reviewer** | **Date Staff updated about change** |
| ??/??/2020 |  |  |  |  |
|  |  |  |  |  |
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**Significant hazards and current controls**

| No | Hazard/Hazardous Event (What can go wrong) | People at risk | What is currently being done to control the hazard/hazardous event | Risk Rating -High/Med/Low |
| --- | --- | --- | --- | --- |
| 1 | Spread of Covid-19 Coronavirus | * Staff * Visitors to your premises * Cleaners * Contractors * Drivers * Higher risk groups – Elderly, Pregnant workers, those with existing underlying health conditions   Anyone else who physically comes in contact with you in relation to the work | **Workspace Setup**  Where possible, all spaces will be ventilated using natural ventilation (opening windows) or ventilation units  Office Space and Office Staff  Office staff is minimised to ensure staff are no closer than 2ms. Where staff are unable to use the office, other areas will be arranged or if possible, staff will work from home on a rota basis  The office space has been reconfigured to ensure there is 2m social distancing for each workstation. Where reasonably practicable staff will sit back to back or all in the same direction.  Staff must not share their workstation or hot desk during the day.  Staff must use the same desk every time they are in the office, where practicable  Classrooms  Where possible, children will not use school corridors but use the doors directly outside  Classes will be split so they are small groups in line with DfE and EYFS guidance with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant)  Where there are not enough teachers, teaching assistants and other support staff will lead classes under the supervision of a teacher  Classrooms will be set to ensure 2ms between desks  Where reasonably practicable children will sit back to back or all in the same direction.  Children must not share their workstation or hot desk during the day.  Children must use the same desk every time they are in the classroom  All soft furnishings, soft toys and any toys or equipment which are hard to clean have been removed  Lessons have been reviewed to assess which ones can be taught outdoors  Lesson timetable and classroom use has been refreshed, to reduce movement of children around the school, with some lessons taking place outdoors  Common Areas  Walkways will be marked with 2m spacing to help children and staff keep their distance  Where possible, one-way systems have been put in place along with visible signage. Where this is not possible dividers have been set in the middle of the corridor. Staff and children must follow these at all times, unless the fire alarm is sounded, at which time staff should make their way to the nearest safe exit and socially distance when outside.  Where practicable fire doors will be held open by an electromagnetic catch or “dorgard” to reduce requirement for handling doors, whilst maintaining suitable building security  Staff will monitor children; praising good behaviour and correcting poor.  Play equipment will be cleaned between groups of children using it | Low |
| 2 |  |  | **Good Hand Hygiene**  Hand sanitisers over 60% Alcohol, soap and water are provided in suitable locations throughout the building  Staff must wash hands regularly and follow the Schools Covid-19 Building Protocol when entering, using and leaving the building  Teachers and Line Managers will monitor and encourage best behaviour.  Frequent checks will take place in classrooms and the office and all good and bad behaviour will be recorded to identify best behaviour and where there are behaviour issues.  Teachers ensure children wash their hands regularly for 20 seconds and complete the handwashing check sheet.  Where handwashing facilities are not available close by, hand sanitiser will be provided  Posters and monitoring of the children washing their hands will be in place  All adults and children will clean their hands on arrival at the school, before and after eating, and after sneezing or coughing, are encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste (‘catch it, bin it, kill it’)  Help will be available for children and young people who have trouble cleaning their hands independently | Medium |
| 3 |  |  | **Cleaning**  The cleaning regime has been reviewed and adapted to ensure regular cleaning throughout the day of all contact surfaces e.g toilet doors, classroom desks, play equipment and playground equipment  Staff must clear classrooms and office desks and any nearby surface at the end of the day to allow easy access by cleaners for them to be effectively cleaned  Lidded tissue bins will be regularly emptied throughout the day, with the rubbish double bagged  Tables must be cleaned after each group of children leaves the area  Regular supervision of cleaning throughout the day  Cleaners have a checklist for each area to show which surfaces have been cleaned and at what time  Teachers  Must clean their hands and surfaces before and after handling pupils’ books | Low |
| 4 |  |  | **Social Distancing**  Office Space and Staff  The number of staff allowed in each office has been determined and allocated dependant on floor space, to enable the school to provide services as effectively as possible.  Where insufficient space to enable all staff in the office, and where possible, a rota for attendance has been developed, whilst ensuring staff in high risk categories are kept safe or reassigned to safer work  Meetings will take place using Teams/google etc, or with staff maintaining the social distancing requirements. Where face to face meetings will be kept as short as practicable and where possible to under 15 minutes.  Shared spaces like lifts, meeting rooms, toilets and kitchens have signs indicating maximum occupancy numbers, Toilets have signage to advise “in use” or “available”.  Staff are encouraged to take a walk at lunchtime to get a change of scenery, as staff areas are likely to be used for other work/will have reduced capacity.  Staff must follow the school protocol when entering, using and leaving the building – eg hand washing  The headteacher/SBM will make regular tours of the school to ensure social distancing requirements are being followed and provide advice where there are issues  The same Teacher/Teaching Assistant will be assigned to each group and as far as possible, these stay the same during the day and on subsequent days  Classrooms  Where possible, children will not use school corridors but use the doors directly outside  Classes will be halved and/or split so they are small groups in line with DfE and EYFS guidance with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant)  Where there are not enough teachers, teaching assistants will lead classes under the supervision of a teacher  Classrooms will be set to ensure 2ms between desks  Where reasonably practicable children will sit back to back or all in the same direction.  Where children will be expected to que (e.g hand washing) there will be markings on the floor  Groups of children  Assembly groups are staggered  Breaks are staggered to ensure corridors or circulation routes used have a limited number of pupils using them at any time  Lunches are staggered and children clean their hands beforehand and enter in the groups they are already in, groups are kept apart as much as possible and tables cleaned between each group. Where this is not possible, children are brought their lunch in their classrooms  Children will stay in their class groups so as to avoid children mixing and larger groups of children  Numbers of children using toilets at one time will be limited  Dropping off and picking up  Staggered drop off and pick up times  Parents will be advised to stand at the markings laid out  Signs to show 2m distance at all times are in place  Where possible drop off and pick up times will be in the most open part of the school with children taken to these areas rather than parents pooling in smaller areas  Parents advised for only one care giver to attend pick up and drop off  There will be a queuing system and process for staff to greet each child, ensuring they wash their hands immediately on arrival before entering their classroom | Medium |
| 5 |  |  | **Symptoms of Covid-19**  If staff or children become unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.  In the case of a staff member or child becoming unwell, the manager, employee/parent will discuss arranging a [Covid-19 Test](https://foresthub.walthamforest.gov.uk/coronavirus-covid-19-information/covid-19-testing-essential-staff) and follow the instructions given by Public Health England/NHS  Line managers will maintain regular contact with staff members during this time  If advised that a member of staff or public has developed Covid-19 and were recently at the school, the management team will contact [publichealth@walthamforest.gov.uk](mailto:publichealth@walthamforest.gov.uk) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected  If staff members have contracted Covid-19 from work this must be reported on the AIR line call 03300 586 469 so an investigation can be completed and a RIDDOR report made, where required | Low |
| 6 |  |  | **Vulnerable and Critically Vulnerable Staff Children, and members of the children family**  Staff  Staff who are clinically extremely vulnerable must continue to follow shielding measures and advised to work from home  Staff who are clinically vulnerable should work from home where possible, IF, clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Where there is a likelihood staff will have to spend time within 2 metres of other people, the school and member of staff will carefully assess and discuss whether this involves an acceptable level of risk.  Children  Children classed as clinically extremely vulnerable will still be expected to shield and be supported at home  Parents who have Children who are Clinically vulnerable (but not clinically extremely vulnerable) advised to follow medical advice  The number of shared resources removed from site by pupils and staff will be limited  Shielded/clinically vulnerable household members  If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), the government guidance will be followed and they will be advised they can attend  If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, the government have advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, the children are able to understand and follow those instructions. This may not be possible for all children as they may not have capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, these children will not be expected to attend. They will continue to be supported to learn or work at home. | Low |
| 7 |  |  | **Contractors coming onto site**  Contractors are informed of the schools protocols in place  School and contractor work together to ensure both protocols of contractor and school are followed  All contractors must be accompanied at all times – due to COVID-19 | Medium |
| 8 |  |  | **Personal Protective Equipment**  Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way  If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn | Medium |
| 9 |  |  | **Staff and Children Travelling to Work**  Staff, parents, children and young people are encouraged to walk or cycle where possible Staff and parents are encouraged to read government advice Coronavirus (COVID-19): safer travel guidance for passengers For older children using public transport - assembly on how to use transport in line with government guidance | Low |
| 10 |  |  | **Communicating new procedures to Staff and Parents**  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a constantly changing situation  Regular communications sent to parents to inform them of the controls in place and what they are required to do, with signage put in place at drop off and pick up times  Parents should be informed, to reduce the number of people on the school site in the interest of infection control they will no longer be able to gather in the playground or to enter the buildings to drop off or collect children. Parents should also be advised not to gather at the school gates to talk to other parents.  Signage put up at school gates advising of 2m distance and of procedure once within school grounds | Low |
| 11 | Building not maintained/used without maintenance undertaken | * Staff * Visitors to your premises * Cleaners * Contractors * Drivers   Anyone else who physically comes in contact with the building in relation to the work | Education Capital and Planning Building Bulletin: 018 has been followed and the Maintenance checklist used by the Health and Safety team as part of the Premise Health Checks has been updated | Low |

**Risk Rating : if High** or **Medium** **use Action Plan**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

**Action Plan for Improvement**

| No. | Hazard/Hazardous Event (What can go wrong) | Action required to reduce risk so far as is reasonably practicable | Residual Risk | By Whom | Target Date | Completion Date | Completed By |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Spread of Covid-19 Coronavirus | **Good Hand Hygiene**  Purchase over 60% alcohol based hand gel | Low | HT/SBM |  |  |  |
|  | Create a handwashing timetable | Low | Teacher |  |  |  |
|  | Write School protocol | Low | HT/SBM |  |  |  |
|  | **Social Distancing**  Implement Toilet monitoring at Break and lunch times | Low | HT/SBM |  |  |  |
|  | **Contractors**  Contact contractors to ensure they are aware of current protocols in place and to understand their protocols | Low | HT/SBM/SSO |  |  |  |
|  | **Personal Protective Equipment**  Purchase necessary PPE (if required) (remember this at the bottom of the risk control hierarchy and is the poorest form of control, requiring high levels of management supervision to ensure it is being worn correctly) | Low | HT/SBM |  |  |  |
|  |  |  |  |  |  |  |

**Risk Assessment Review:** During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.